



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
(508) 839-5335 • FAX (508) 839-4602
www.grafton-ma.gov

DISABILITY COMMISSION

AGENDA / MEETING NOTICE
Thursday, October 17, 2019 – 7:00 p.m.
Municipal Center, Conference Room F
(Second Floor – also accessed by elevator)

RECEIVED TOWN CLERK
OCT 17 2019
2019 OCT 15 AM 9:50

CALL TO ORDER

1. **VOTE TO RE-ORGANIZE COMMISSION** (Vice Chair, Clerk)
2. **ANNOUNCEMENTS (Clerk)**
 - Fun Run (Fundraising Results 10/2/2019 and Allocation) – North Grafton Elementary School and North Street School. Read email received from Elizabeth (Liz) Spinney.
3. **PERSONAL TAX EXEMPTIONS** (Board of Assessors, 508-839-5335, x1165)
 - Disabled Veteran (Clause 22) - \$400 Base / \$2,000 Max
 - Legally Blind (Clause 37A) - \$500 Base / \$1,000 Max
4. **GRAFTON SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)**
5. **MINUTES**
 - September 19, 2019
6. **OLD BUSINESS**
 - Conflict of Interest training (everyone completed?)
 - Municipal ADA Improvement Grant Program

- Accessible/Handicapped Parking Fines Account
- ADA Self-Evaluation and Transition Plan
- Grafton Common Improvements

7. NEW BUSINESS

- Massachusetts Office on Disability (MOD)
<https://www.mass.gov/orgs/massachusetts-office-on-disability>
 - Signing up for MOD email alerts
 - Subscribing to MOD blog
- Disability Commission Email Address
 - Established as disabilitycommission@grafton-ma.gov

Next Meeting (tentatively Thursday, 11/21/19 at 7:00 p.m.)

Adjourn

Email received on October 10, 2019 from Elizabeth (Liz) Spinney, Fun Run Chair and PTG Co-President.

On October 2, students in grades pre-K through six at North Grafton Elementary School and North Street School participated in a fun run to raise money for the PTG. Students ran approximately 35 laps around an outdoor track after getting sponsors to pledge funds in support of their run. The PTG was able to raise over \$55,000 in this event. The funds that the PTG raises throughout the year are used to support enrichment programs, tools and supplies the teachers need for each of their classrooms, school technology, and other needs including \$3600 for special-needs classrooms and additional funds for intensive special needs field trips. Thank you to all who supported this event!



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Disability Commission
Meeting Minutes
September 19, 2019 – 7:00 p.m.
Municipal Center, Conference Room A

Videotaped and accessible for viewing:

<http://grafton.cablecast.tv/CablecastPublicSite/show/5049?channel=2>

The meeting was called to order at 7:03 PM by Roger Trahan, Jr.

Present: Catherine Dore, Alex McCullough, Kristie Proctor, Donna Stock, Roger Trahan, Jr.

Absent: Doreen DeFazio (Select Board representative), Daryl Rynning

1. Introductions

2. Vote to organize the Commission –by unanimous consent, the Commission had no objections with Roger Trahan, Jr. taking the vote to organize.

Action: Roger Trahan, Jr. expressed interest in serving as Chair; motion made by Donna Stock and seconded by Kristie Proctor to nominate Roger Trahan Jr. as Chair and Roger; motion carried unanimously.

Action: Kristie Proctor offered to serve as Vice Chair; motion made by Donna Stock and seconded by Catherine Dore to nominate Kristie Proctor as Vice Chair; motion carried unanimously.

Action: no one offered to serve as Clerk; Kristie volunteered to serve for the meeting at hand. This was be tabled until next meeting.

3. Review of Grafton Disability Commission Charge

Kristie volunteered to read the charge. Roger noted that the Commission has been inactive from 2011 until now, and provided the historical perspective to the work of the commission.

4. Reminder to complete the Conflict of Interest Training ASAP

5. Grafton ADA Self-Evaluation and Transition Plan

See the plan in its entirety on the town web site:

www.grafton-ma.gov/disability-commission

The Center for Living and Working, Inc. conducted Grafton's ADA Self-Study which was completed June 2019; its scope included the town buildings, including, the senior center, Historical Commission Building, Fire Stations, Nelson Library, and the Police Department; recreational facilities including parks, the town Common, and Silver Lake Beach. Budgetary constraints prevented the public schools from being included in the self-study.

6. The Municipal Americans with Disabilities Act (ADA) Improvement Grant Program

was presented by Rebecca (Becca) Meekins, Assistant Town Administrator. On behalf of Grafton, Rebecca Meekins wrote a grant for the annual MOD ADA Accessibility Grant. Grafton has applied for grants in the past on this but has not been successful attaining one. The grant is for \$50,000 to renovate and construct an accessible entranceway in the rear of the Grafton Senior Center adjoining Veteran's Hallway. The applicant team includes the Assistant Town Administrator, the Disability Commission members, including Selectperson Doreen DeFazio.

Action: Motion made by Donna Stock and seconded by Kristie Proctor to approve the submission of the Municipal Grant Application to the State as drafted and presented by Becca; the motion carried unanimously.

- 7. Grafton Common Improvements** – The full membership of the Historic District Commission joined the Disability Commission in a posted joint session to discuss the plans for brick pavers to replace the current asphalt walkways on the Common. Bill Nicholson, Chair of the Historical Commission, and Paul Scarlett, Clerk of the Historical Commission, provided the background on the current work being done to 1) address the walkways; and 2) the lighting, so that the Common retains its historical character and elements, and is accessible. Other Historic District Commission members present were John Morgan (Vice Chair), and members John Stephens and Brad Schlapak. After a thorough explanation and questions from the Commission members regarding the materials, costs, options, letters from residents, ADA consultants, and parties of involved town employees, a vote was taken.

Action: Donna Stock made the motion, seconded by Kristie Proctor to accept the recommendations of the Grafton Historic District Commission in its 9/10/19 letter to the Disability Commission, approving the use of brick pavers for the Common Improvement Project; and for the Disability Commission Chair to communicate in writing to the Select Board (cc-ing the Historic District Commission); the motion carried unanimously.

8. **Accessible/Handicapped Parking Fines Account** - Roger explained how this fund exists with revenue coming from the handicapped parking ticket violations, which are \$100 each. Currently, the fund has a balance of \$600. The Disability Commission would make recommendations to the Select Board regarding expenditures and the Select Board would then vote on whether to move forward with the recommendations. The Disability Commission members had questions about the fund and if it has been filed, as required by State law, annually within Grafton and to the State. Donna Stock will follow up with Select Board rep, Doreen DeFazio to research these matters.
9. **Remote Participation for Meeting Attendance** – the commission supports the Open Meeting Law, asking questions how technology could assist with access. Jack Kelley was summoned from the media booth and described how this current meeting room (Room A) and Room F had conference phones. The Commission would like to be accessible by Zoom or Skype. Commission members agreed to try to model accessibility for folks who can't make it to the meeting for a variety of reasons.
Action: Kristie Proctor made a motion, seconded by Donna Stock to permit remote meeting participation of Commission members, pursuant to MA General Laws, Chapter 30A, Section 20(e), and to authorize the Chair to communicate this to the Select Board in a letter. The motion passed unanimously.
10. **New Business/Future Meeting Topics** – Commission members generated the following list:

- Create a town-wide policy to make meeting and events accessible to individuals with disabilities by providing notice or invitation to request accommodations.
- Invite a representative from the school department to address the ADA compliance issues which were not included in the ADA Self-Evaluation due to budget constraints
- Develop a social media presence for the Disability Commission.
- Ensure that the town has a compliant web site and strong Disability Commission web page.
- Invite reps from MA Office on Disability (MOD) and MA Architectural Access Board (AAB) to come in front of the Grafton Disability Commission.
- Invite Bob Berger, current Building Inspector and ADA Compliance Officer, to come speak to our Commission.
- Develop a Disability Commission email address.
- Identify accessible venues for *Grafton Celebrates the Holidays* which encourages/supports residents with disabilities to participate.
- Sign language interpreters for municipal meetings and functions.
- Snow removal issues on sidewalks and snow being plowed into accessible parking spaces.

11. **Schedule next meeting**: the next meeting will be held 10/17/19, with future dates including 11/21 and 12/19.

motion carried unanimously and meeting adjourned at 9:08 pm.

Submitted by Kristie Proctor, Vice Chair and acting Clerk



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Disability Commission

September 25, 2019

To: Edward Prisby, Chair, Grafton Select Board

From: Roger R. Trahan, Jr., Chair, Grafton Disability Commission.

Dear Mr. Prisby,

At its regularly scheduled meeting of September 19, 2019, Assistant Town Administrator, Rebecca Meekins came before the Disability Commission and we discussed the Municipal Americans with Disabilities Act (ADA) Municipal Grant Program. Of note is that the application period is August 1, 2019 to October 8, 2019.

The Disability Commission voted unanimously to approve the Municipal Grant Application as drafted, a copy of which is attached, and which Applicant Team also included the full membership of our Commission. Our Commission's vote also authorized this communication.

Disability Commission members present were Donna Stock, Alex McCullough, Kristie Proctor, Catherine Dore, and myself. Members Daryl Rynning and Doreen DeFazio were not in attendance.

Kind regards,


Roger R. Trahan, Jr., Chair

cc.: Grafton Disability Commission
Timothy P. McInerney, Town Administrator
Rebecca Meekins, Assistant Town Administrator



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Disability Commission

September 25, 2019

To: Edward Prisby, Chair, Grafton Select Board

From: Roger R. Trahan, Jr., Chair, Grafton Disability Commission.

Dear Mr. Prisby,

At its regularly scheduled meeting of September 19, 2019, the Disability Commission met in joint session with Grafton's Historic District Commission. This pertained to upcoming Grafton Common improvements which focused on the plan for brick pavers to replace the existing asphalt surface on Grafton Common, and the related adherence to ADA and AAB guidelines, and proposed updates to MA 521 CMR.

The Disability Commission voted unanimously to approve the Historic District Commission's plans, as outlined in its letter to the Disability Commission, dated September 10, 2019, a copy of which is attached. Our Commission's vote also authorized this communication. The Historic District Commission assured ongoing communication and partnering with the Disability Commission throughout this project.

Disability Commission members present were Donna Stock, Alex McCullough, Kristie Proctor, Catherine Dore, and myself. Members Daryl Rynning and Doreen DeFazio were not in attendance. The full membership of the Historic District Commission was in attendance: William (Bill) Nicholson, Paul Scarlett, John Morgan, Brad Schlapak, and John Stephens.

Kind regards,

A handwritten signature in black ink, appearing to read "Roger R. Trahan, Jr.", is written over the typed name.

Roger R. Trahan, Jr., Chair

cc.: Grafton Disability Commission
Timothy P. McInerney, Town Administrator
Rebecca Meekins, Assistant Town Administrator
Historic District Commission (via Paul Scarlett, Clerk)



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Grafton Historic District Commission

September 10, 2019

Disability Commission Members:

We are writing to provide pertinent clarifying information relative to the choice of brick as part of the upcoming improvements to historic Grafton Common as approved at the May Town Meeting.

- Brick meets both the existing Americans with Disabilities Act (ADA) and Architectural Access Board (AAB) requirements for surface materials i.e. "stable firm and slip resistant". It is important to note; however, that neither set of guidelines actually references any specific material; they instead focus on the conditions to be met by the material chosen.
- Updates to MA 521CMR are currently being proposed by the AAB that do include specifications relative to the use of "pavers, paving stones and bricks". These updates focus on the flatness and slip resistant qualities required of the material used, as well as the manner in which it must be installed in order to achieve compliance. This includes laying the pavers/bricks in the direction of travel in order to reduce vibrations.
 - These more stringent standards are what will be followed for this project.
- As with any material choice, installation by an experienced contractor is required to ensure adherence to ADA and AAB guidelines.
 - This will be stipulated in the invitation for bids for this project.
 - Work will be overseen by this Commission and the Town's project manager, Andy Deschenes. It will also be subject to approval of the building inspector to ensure all applicable requirements are satisfied.
- With proper installation, brick is low maintenance and will require little if any extra care to remain ADA/AAB-compliant for years to come.
 - Other materials require ongoing routine maintenance to either maintain ADA/AAB compliance and/or retain their appearance over time.
 - Please refer to the attached documents *The Case for Brick* and *Accessible Clay Brick Pavements* for additional details.

The Historic District Commission is committed to addressing existing accessibility issues within the Common as were noted in the Town's recently completed *ADA Self-Evaluation and Transition Plan*; this project is a big step in that direction. We look forward to working closely with the town's newly formed Disability Commission to ensure that historic Grafton Common can be fully enjoyed by everyone for many years to come.

Sincerely,

Bill Nicholson, John Morgan, Paul Scarlett, John Stephens and Brad Schlapak

References:

- **Current MA 521 CMR**
 - <https://www.mass.gov/law-library/521-cmr>
- **Proposed Updates to MA 521 CMR**
 - <https://www.mass.gov/files/documents/2018/02/16/Proposed%20Changes%202006-15%20-%20FINAL%20DRAFT%20%28022916%29%20-%20Clean.pdf>
- **ADA Website**
 - <https://www.ada.gov/>



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Disability Commission

October 7, 2019

To: Edward Prisby, Chair, Grafton Select Board

From: Roger R. Trahan, Jr., Chair, Grafton Disability Commission.

Dear Mr. Prisby,

At its regularly scheduled meeting of September 19, 2019, and pursuant to Massachusetts General Laws, Chapter 30A, Section 20(e), the Grafton Disability Commission voted unanimously to permit its members to participate remotely during all Commission meetings, not just a specific meeting. Our Commission's vote also authorized this communication.

With this vote, it is understood that the Commission shall comply with all requirements of law, and that all members were given of a copy of the Massachusetts Open Meeting Law Guide, as updated October 6, 2017 when sworn in. This Guide also speaks to the parameters of remote meeting participation.

Disability Commission members present were Donna Stock, Alex McCullough, Kristie Proctor, Catherine Dore, and me. Members Daryl Rynning and Doreen DeFazio were not in attendance.

Kind regards,



Roger R. Trahan, Jr., Chair

cc.: Grafton Disability Commission
Timothy P. McNerney, Town Administrator